

**PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**ATTACHMENT J-1**

**APPENDIX C**

**ACRONYMS AND DEFINITIONS**

**JOHN C. STENNIS SPACE CENTER AND  
MICHOU D ASSEMBLY FACILITY  
SYNERGY-ACHIEVING CONSOLIDATED OPERATIONS AND MAINTENANCE  
(SACOM) CONTRACT**

**ATTACHMENT J-1  
APPENDIX C  
ACRONYMS AND DEFINITIONS**

**Abandoned Facility**

Inactive facilities for which there are no reactivation plans. Facility systems and collateral equipment will be considered for excess or identified for use at other NASA locations where it is feasible and cost effective.

**Active Facility**

Any facility that has a specific and present or near-term requirement. Space utilization would normally be at least 50 percent, and/or the usage level exceeds 50 percent of the available time for use.

**Annual Work Plan (AWP)**

A short range plan that assist facilities maintenance managers/engineers in establishing/meeting goals within projected resources.

**Annually (A)**

Services performed once during each 12-month period of the contract at intervals of 345 to 365 days.

**Approved Purchasing System**

A Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

**Architectural**

Includes (interior/exterior): doors; windows; flooring (coatings and coverings); stairs and stairwells; interior walls, ceilings, and partitions.

**Asbestos Containing Floor Covering**

Any floor covering containing 1% or greater of Chrysotile, Amosite, or Trimolite asbestos.

**As-Built**

Updating the facility drawings to accurately depict existing conditions in the field.

**Augmentation**

The Contractor shall define the method to be used to augment the core work force to handle additional work for each sub-Annex.

**Availability**

The ability of a system, subsystem, or piece of equipment, to perform its intended function and deliver its intended output during operating periods.

**Availability Loss**

The inability of a system, subsystem, or piece of equipment, to perform its intended function and deliver its intended output during operating periods.

**Biennially**

Also called 2-year Frequency. Activities accomplished one time during each 24 month period of the contract, at intervals of 23 to 25 months.

**Break Rooms**

Areas designated by NASA for food and beverage consumption (i.e., canteens, vending areas, etc.)

**Buffer Zone**

An area of 125,071 acres surrounding the fee area. All activities within all portions of this zone are subject to specific easement provisions. These provisions specify that habitable buildings cannot be erected, however, farming, raising livestock, pulpwood and timber operations, and mining activities are allowed.

**Building Specialty** – Includes but not limited to installed equipment within the facility such as food service and processing equipment; appliances; elevators; automatic doors; roll-up doors; blast doors; vehicle gates; waste disposal equipment; shop equipment and hoists.

**Capital Equipment**

An item of equipment with an acquisition cost of \$5,000 or more that has an estimated service life of 2 years or more, which will not be consumed in an experiment, and which generally will be identified as an independently operable item.

**Certificate of Completion (COC)**

A document that is completed during the project close-out phase that provides verification that a construction project is completed and all supporting documentation has been submitted into DDMS. COC documentation is also required when equipment is replaced and new vendor data is available. At Stennis, form SSC-625 is used to capture the required verification information as described in SSTD-8070-0009-CONFIG.

**Cleaning**

The removal of dirt, soil, stains, liquids, trash, refuse, scale, and any foreign material.

**Close Call (CCRS and SCRS)**

The discovery and reporting of conditions and/or situations which, if not corrected, have the potential to result in an injury to personnel or damage to equipment/property. This type of close call is tracked in the NASA provided Safety Concerns and Reporting System (SCRS) at MAF and the Close Call Reporting System (CCRS) at SSC.

### **Close Call**

An event *has occurred* in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap. This type of close call is tracked in the NASA Mishap Information System (NMIS).

### **Collateral Equipment**

Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property and is normally acquired and installed as part of a facility project.

- (a) **Building-Type Equipment.** A term used in connection with facility projects to describe equipment that is normally required to make a facility useful and operable. It is built in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators; heating, ventilating, and air conditioning systems; transformers; compressors; and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. Such equipment also includes general building systems and subsystems such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.
- (b) **Built-in or Large, Substantially Affixed Equipment.** A term used in connection with facility projects of any type other than building-type equipment that is to be built in, affixed to, or installed in real property in such a manner that the installation cost, including special foundations or unique utilities service, or the facility restoration work required after its removal is substantial.

### **Commissioning**

A quality process emphasizing procedures to ensure that systems are designed, installed, functionally tested, and capable of being operated and maintained to perform in conformity with the owner's project requirements.

### **Common Use Areas**

Facilities and/or portions of facilities, to which access is afforded and which are constructed, maintained and operated specifically for, but not incidental to, the benefit of all residents. Common use areas include entry and hallways, stairs and stairwells, rest rooms, and vending areas within dedicated facilities. Access restrictions, for security or other reasons, do not alter this definition.

### **Computerized Maintenance Management System (CMMS)**

A set of computer software modules and equipment databases containing facility data with the capability to process the data for facilities maintenance management functions. They provide historical data, report writing capabilities, job analysis, and more. The data describe equipment, parts, jobs, crafts, costs, step-by-step instructions, and other information involved in the maintenance effort. This information may be stored, viewed, analyzed, reproduced, and updated with just a few keystrokes. The maintenance-related functions typically include facility/equipment inventory, facility/equipment history, work input control, job estimating, work

scheduling and tracking, preventive and predictive maintenance, facility inspection and assessment, materials management, utilities management.

**Condition Based Maintenance (CBM)**

Maintenance when need arises. This maintenance is performed after one or more indicators show that equipment is going to fail or that equipment performance is deteriorating.

**Condition Monitoring**

Continuous review of a condition parameter in machinery (vibration, temperature etc.), in order to identify a significant change which is indicative of a developing fault.

**Consent to Subcontract**

The Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

**Construction**

Any and all field work for the purpose of building new facilities, and modifying, rehabilitating, or repairing existing facilities.

**Contracting Officer (CO)**

A Government employee with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

**Contracting Officer's Representative (COR)**

A Government employee with technical training and experience appointed by the Contracting Officer to assist in the following functions:

- (a) Ensuring services under the terms and conditions of this contract are accomplished as defined.
- (b) Providing technical clarification of work requirements specified in their functional WBS. The COR serves as the central point of contact between the customer, Contractor, and the Contracting Officer.

**Contractor-Acquired Property**

Property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.

**Contractor Purchasing System Review (CPSR)**

The complete evaluation of a contractor's purchasing of material and services, subcontracting, and subcontract management from development of the requirement through completion of subcontract performance.

**Control Room**

A room where personnel control or direct a program, function or process (i.e., a data center, test control center, etc.)

**Consumables**

Expendable material and/or supplies used on a recurring basis.

**Criticality Level**

A numeric code (1-5) assigned to identify the criticality of the equipment/system in event of failure, in accordance with the following criteria:

- Level 1 - Safety and/or environmental impact, with a single point of failure
- Level 2 - Significant impact to NASA or tenant mission with single point of failure
- Level 3 - Operational impacts to NASA or tenant, multiple failures required
- Level 4 - Minimal impact to operations, impact to personnel use of facility only
- Level 5 - No impact to operations/non-critical

**Daily (5W)**

Services performed once each calendar day, Monday through Friday, excluding Federal holidays unless otherwise specified.

**Damp mopping**

As necessary for the purpose of removing light soil, dirt, liquid, or foreign material from a floor which does not require the complete mopping of the area, or the area is not soiled sufficiently to require wet mopping.

**Day**

For purposes of this contract, a day is defined as 1 calendar day unless specified differently in the PWS.

**Debris**

Debris includes, but is not limited to, paper, cans, bottles, limbs and branches, pine straw and pine cones, leaves, rocks, wood, metal, tobacco usage remains (e.g., cigarette butts, smokeless tobacco) and other similar items. Construction debris is excluded.

**Deferred Maintenance (DM)**

Formerly known as “Backlog of Maintenance and Repair (BMAR),” the total of essential, but unfunded, facilities maintenance work necessary to bring facilities and collateral equipment to the required acceptable facilities maintenance standards. It is the total work that should be accomplished but that cannot be achieved within available resources. It does not include new construction, additions, or modifications. DM does include unfunded maintenance requirements, repairs, Replacement of Obsolete Items (ROI), and Construction of Facilities (CoF) repair projects.

**Delinquent Orders**

Items or services not received or performed by the due date or completion date.

**Direct Buy**

Purchase in response to NASA or Tenants for supplies and services other than replenishment of stock and inventory.

**Disinfecting**

The removal or neutralization of material containing or supporting the growth of bacteria/viral organisms capable of causing infection in humans if untreated.

**Dispenser service**

The checking, refilling, and replacement of all towel, toilet tissue, soap, or any other dispensers which may be identified by the Government.

**Dusting/cleaning**

The removal of dirt, soil, stains, liquids, bugs, cobwebs, trash, refuse, and any foreign material from any item, office furnishing, fixture, floor, horizontal or vertical surface, or area.

**Electrical**

Includes, but is not limited to, electrical wiring and lighting, hardware, and panels; power for equipment up to the point of disconnect, grounding or lightning arresting systems; alarm systems and communication equipment (excluding telephones).

**Energy Management and Control System (EMCS)**

A computerized system for monitoring and controlling systems and equipment through an integrated network of microprocessor based controls.

**Entrance Ways**

Common space at entry points to buildings/facilities, interior and exterior (i.e., breezeway, lobbies, foyers, etc.)

**Executive Offices/Areas**

Areas occupied by NASA and tenant senior management personnel. (Identified in the *Custodial Building List* located in Attachment J-1, Appendix A.)

**Facilities**

For the purpose of this contract, a facility is an enclosed structure to protect personnel, material or equipment from the elements and provide associated work or storage space. It includes the utility systems inside the building/structure and extends five feet from the facility or as otherwise defined. Some typical examples of facilities are listed below:

(a) **Architectural**

Includes (interior/exterior) doors; windows; flooring (coatings and coverings); stairs and stairwells; interior walls, ceilings, and partitions.

(b) **Structural**

Includes foundation; structural system; building shell; roof; external attachments (e.g. walkway covers, overhangs, loading docks, etc); and facilities water collection and drainage system.

(c) **Electrical**

Includes electrical wiring and lighting hardware, and panels; power for equipment up to the point of disconnect; grounding or lightning arresting systems; alarm systems; communication equipment (excluding telephones); Data Acquisition Systems (DAS); control systems; instrumentation; video systems (cameras, high & low speed); GH2, GO2, and H2O2 detection systems; fire detection systems; intercom/paging systems; infrared (IR) and photographic cameras; and mass spectrometer systems.

(d) **Mechanical**

Includes all equipment, components and controls associated with the following systems as well as components located outside the facility: HVAC; plumbing; compressed air; steam; fire suppression; gas; boilers, furnaces; generators; propellant and pressurization systems, tanks and delivery systems; test article thrust measurement, thrust restraints, propellant ignition, component hydraulic and pneumatic actuation systems; environmental and test article purge systems; and related water deluge, and other ancillary and support systems.

(e) **Building Specialty**

Includes installed equipment within the facility such as food service and processing equipment; appliances; elevators; automatic doors; roll-up doors; blast doors; vehicle gates; waste disposal equipment; shop equipment and hoists; and Visitor Center exhibits.

**Facility Activation Plan (FAP)**

A plan developed in support of a task or project that identifies items used to verify and/or validate facility systems which must meet test article customer test objectives. The FAP shall include, but is not limited to, cleanliness verification, leak checks, cold flows, DAS validation.

**Facility Manager Program (FMP)**

A program utilized at SSC for the purpose of providing management tools and reporting processes to enhance all aspects of SSC overall facility management activities.

**Fee Area**

An area of approximately 25 square miles (13,800 acres) of government-owned land. The property was acquired in "Fee Simple" and includes the underlying mineral rights. It is within this area that NASA and the other resident agencies have constructed the test facilities, laboratories and office and support buildings necessary for conducting their operations.

**Finding**

A conclusion, positive or negative, based on facts established during the investigation by the investigating authority (i.e., cause, contributing factor, and observation).



**Fiscal Year**

An accounting period of 12 months. NASA fiscal year extends from October 1 through September 30 of the following year.

**Five-Year Facilities Maintenance Plan**

A long range plan based on the total maintenance requirements. The plan is a proposed accumulation of Annual Work Plan (AWP) data primarily generated from the Facility Condition Assessment and projected costs using historical data and based on missions, risk analysis, and established standards.

**Generator**

A generator is any person, by site, whose act or process produces hazardous waste identified or listed in 40CFRPart 261 or whose act first causes a hazardous waste to become subject to regulation.

**Government Property**

All property owned or leased by the Government or acquired by the Government under the terms of the contract.

**Ground Support Equipment (GSE)**

Non-flight equipment, systems, or devices specifically designed and developed to support flight hardware. The equipment includes but is not limited to transporters, slings, hoists, dollies, lift beams, covers, access stands, handling fixtures, as well as equipment required for inspection, test and checkout of flight system. Reference NASA-STD-8719.9, *Standard for Lifting Devices and Equipment* and SWI-8834-0001, *Lifting Devices and Equipment Management Instructions* for further definition.

**Grounds Care (GC)**

The maintenance of all grassy areas, shrubs, trees, sprinklers, rights-of-way and open fields, drainage ditches, swamps and water holding areas (lakes, ponds, lagoons, canals), fences, walls, grates, similar improvements to land that are included in the NASA Real Property Accountability System, and exterior pest and weed control. The maintenance tasks include mowing, spreading fertilizer, trimming hedges and shrubs, clearing ditches, snow removal, and related work.

**Hard floors**

Includes composition tile, ceramic tile, brick, and exposed concrete.

**Hazardous Waste**

Waste that poses substantial or potential threats to public health or the environment (i.e., corrosive, flammable, toxic, etc.)

**IAGP**

Installation-Accountable Government Property in the possession of, or directly acquired by the Government and subsequently made available to the Contractor for use in the performance of work related to this contract.

**Immediate/Immediately**

For purposes of this contract, immediately means with no interval of time or delay.

**Inactive Facility**

Any facility that has no specific and present or near-term program or institutional requirement. The inactive facility may be placed in a "Standby," "Mothballed," or "Abandoned" status.

**Incident**

An occurrence of a mishap or close call.

**Industrial**

An area dedicated to maintenance, testing, manufacturing, and warehousing (i.e., shop areas, fabrication areas, manufacturing areas, equipment rooms, test stands, and warehouses.)

**Industrial Waste**

Waste produced by industrial activity, such as by-products of maintenance, manufacturing, etc., (e.g., metal, metal shavings, scrap maintenance materials, etc.)

**Integrated Pest Management**

The utilization of control measures coordinated for overall environmental protection so as to reduce pest numbers to a controlled level without adverse effects to the surroundings.

**IAGP**

Installation Accountable Government Property in the possession of, or directly acquired by the Government and subsequently made available to the contractor for use in the performance of work related to this contract.

**Labs**

A room or building equipped for scientific experimentation, research, or analysis.

**Lobbies**

Common space at entrance ways points to buildings/facilities (i.e., entry ways, foyers, etc.)

**Location**

The Contractor shall define the place where each type of work will be performed.

**Maintenance**

Includes day-to-day periodic, scheduled or unscheduled work required to preserve or restore a piece of equipment, a system, or utility to such a condition that it may be effectively utilized for its intended purpose, output, redundancy and availability.

**Maintenance Level**

A designation used to specify the frequency of services and type of services and grounds maintenance required.

## **MAXIMO**

The MAXIMO Equipment Database identifies numbered equipment items and gives criticality for each. Definitions for Criticality levels are provided in WBS 5.1.

## **Mechanical**

Includes all equipment, components and controls associated with the following systems as well as components located outside the facility: HVAC; plumbing; compressed air; steam; fire suppression; gas; boilers, furnaces; and generators.

## **Mirror/glass cleaning**

The removal of dirt, soil, smudges, smears, or any other substance which will interfere with the passage or reflectance of light, depending on the particular object and/or condition.

## **Mishap**

An unplanned event that results in at least one of the following:

- (a) Injury to non-NASA personnel, caused by NASA operations.
- (b) Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- (c) Occupational injury or occupational illness to NASA personnel.
- (d) NASA mission failure before the scheduled completion of the planned primary mission.
- (e) Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

## **Mission Critical**

Any factor of a system, utility, equipment, operation, etc. whose failure will result in the failure of business operations. That is, it is critical to the organization's 'mission'.

## **Monitor and Inspect**

These terms are used in conjunction with "Operate" to delineate system activities other than actual operations which require periodic staffing. The Government requires that these activities would be accomplished by trained personnel with ability to recognize abnormal conditions and evidence of potential problems.

## **Monthly (M)**

Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.

**Monthly Management Status Review (MMSR)**

A summary of contract performance and status to stakeholders.

**Mothballed**

Inactive facility status assigned to facilities that have been deactivated but for which maintenance measures have been taken to prevent deterioration of essential systems. Mothballing generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements. The total time to deactivate and then to reactivate a facility, including the mothballed period, generally exceeds 36 months.

**Mowing**

Includes cutting and trimming, within the designated area, all grasses, weeds and other vegetation, which is 1 inch, or less in diameter (at ground level).

**Multi-Media**

These services include black and white and color graphics, artwork, editing, printing multi-media and photographic services, visualization capability for graphics rendering, and animations resulting in three dimension simulations of plans, drawings, data files, and image files.

**Mutual Aid**

The act of responding to the local communities with emergency support as part of a reciprocal agreement will be given in accordance with mutual aid agreements.

**NASA data**

any data which is collected, generated, maintained, or controlled on behalf of NASA. This includes any methods used in the generation of said data.

**National Center for Advanced Manufacturing (NCAM)**

NCAM consists of state of the art manufacturing equipment/capability (e.g. friction stir weld, fiber placement, machining, non-destructive evaluation) that is owned by the state of Louisiana and resides at MAF. This equipment is managed and operated by the contractor as a shared resource at MAF.

**Noncollateral Equipment**

Includes all equipment other than collateral equipment. Such equipment, when acquired and used in a facility or a test apparatus, can be severed and removed after erection or installation without substantial loss of value or damage thereto or to the premise(s) where installed. Noncollateral equipment imparts to the facility or test apparatus its particular character at the time (e.g., furniture in an office building, laboratory equipment in a laboratory, test equipment in a test stand, machine tools in a shop facility, computers in a computer facility) and is not required to make the facility useful or operable as a structure or building.

**Non-reimbursable Customers**

A customer who is funded by NASA direct appropriations.

**Occupied Period**

Hours in which a facility is in use, to house personnel or other activities which require utility support (may include working and non-working hours).

**Operate**

This term is used for systems that require periodic operational activities but not continuous staffing. Personnel may be available for other contract activities. Operations include the first hour of trouble-shooting/ investigation of a malfunction or availability loss, and also includes operational support for planned outages required for Utility PM's.

**Operations (OPS)**

The act or process of operating.

**Operator Based Maintenance (OBM)**

Maintenance tasks typically performed by operations and/or production personnel such as cleaning and subjective inspection; sometimes referred to as Operator Maintenance.

**Outage**

The planned or unintentional interruption or termination of a utility service such as electricity, water, sanitary sewage, EMCS control, or natural gas.

**Planned Maintenance (PLM)**

Refers to a planned repair; a repair performed prior to failure. Material condition degradation, usually identified through PM or other inspection and is repaired to prevent catastrophic failure. Includes Planned Maintenance Projects (PMPs). (Note: Reference definition for PTIR when condition degradation is identified through PTI techniques.)

**Planned Maintenance Projects (PMP)**

Projects that may stem from previously deferred or discretionary work, a programmed maintenance activity or as otherwise approved by the Government.

**Plant Bed**

An area consisting of concentrated shrubs, broadleaf evergreens, flowers, or deciduous or conifer trees. Plant beds may contain rock, wood mulch, bark chips, or peat moss at a 3-inch depth as a surface ground cover. Plant beds are normally surrounded by edging such as steel, wood, concrete, brick, rubber, or moss rock.

**Polishing**

The removal of dirt, soil, fingerprints, smudges, water marks, scale, and foreign material from metal surfaces and fixtures.

**PR**

Purchase Request in either the NASA/SSC Access Request System or the Contractor-provided System.

### **Predictive Testing and Inspection (PTI)**

The use of testing techniques (primarily non-intrusive), visual inspection, and performance data to assess equipment condition. Continuing analysis of equipment condition is used to replace arbitrarily timed maintenance tasks with maintenance that is scheduled based on equipment condition.

### **Predictive Testing and Inspection Repairs (PTIR)**

Repair performed prior to failure. Identified through PTI technologies (includes CBM) and repaired to prevent catastrophic failure.

### **Preventive Maintenance (PM)**

Planned, scheduled periodic inspection; adjustment, cleaning, lubrication, parts replacement; and calibration of components, equipment and systems. Also frequently called time-based, but in the broad sense, is extended to include PTI.

### **Proactive Maintenance (PAM)**

Maintenance which seeks to reduce costs through better design, construction/ installation, specifications, maintenance procedures, workmanship, and scheduling. Proactive Maintenance employs techniques such as specification of new/rebuilt equipment, precision build/installation, failed part analysis, root-cause failure analysis, reliability engineering, rebuild certification/verification, age exploration and recurrence control.

### **Production Support Systems Manager**

Civil servant personnel whose primary function is to work with the contractor, stakeholders, and other NASA service providers to identify and determine if user(s)/tenant(s) requirements can be satisfied. The PSSM is responsible for coordinating strategic or mission critical items with NASA management and user/tenant management to ensure all mechanisms (funding, contracts, etc.) are in place to support the user/tenant mission. Primary functions include:

- (a) Supporting site development in collecting initial prospect requirements and identifying approach to satisfying requirements.
- (b) Collecting, analyzing and inputting user(s)/tenant(s) requirements into NASA database.
- (c) Coordinate with other PSSMs to ensure integration of the user(s)/tenant(s) community. Communicate impacts/conflicts and mitigation recommendations to NASA management and NASA boards as required.
- (d) Maintain communication with all tenants/users to ensure facilities requirements are being met and proper funding is allocated to support requirements.

### **Programmed Maintenance**

Programmed Maintenance consists of those maintenance task whose cycle exceeds one year, such as painting a building every 5<sup>th</sup> year.

**Proof Load (P/L)**

The act of applying a specific load or weight in the support of a preventive maintenance task (i.e., proof load test).

**Pruning**

Pruning is selectively removing unwanted growth to make a plant or tree grow or respond in a desired manner. Pruning differs from 'shearing'. Pruning involves selection and judgment. 'Shearing' means clipping all growth on a plant at a uniform distance and shape.

**Project Management Plan (PMP)**

Detail of a specific scope of work relating to design and study services and deliverables.

**Quarterly (Q)**

Service is accomplished 4 times during each 12 month period of the contract, at intervals of 80 to 100 days.

**Quinquennially**

Also called 5-year Frequency. Activities accomplished 1 time during each 60 month period of the contract, at intervals of 58 to 62 months. 20% of the Quinquennial Tasks shall be completed each year under any given task sheet.

**Raster Master Drawings**

Master facility drawings that have been scanned into electronic format.

**RCM Criticality Levels**

- Level I - Safety and/or Environmental Impact
- Level II - Mission Operational Impact
- Level III - Significant Operational Impact (replacement cost)
- Level IV - Personnel Costs (loss of facility use)
- Level V - Non-Critical

**Ready-for-Issue**

In usable condition and available for immediate use.

**Recurring Work**

Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required an undetermined number of times during the year, but is required at least once. This work will be accomplished as required. An example is implementation of the Hurricane Plan which will be performed (partially) once per year at the start of hurricane season with the resumption and completion of the plan carried out dependent on the number of storms which threaten the Gulf Coast.

**Redline Drawing**

A drawing which has had approved modifications/ changes not incorporated in the controlled official archives.

**Reimbursable Customers**

A government or non-government customer who provides funding under a reimbursable agreement for goods and/or services received from NASA and/or its contractors. Reimbursable customers must have sufficient funding registered with NASA before costs can be incurred on their behalf. All services must be requested on a Stennis Work Request and must cite the funding authorization that will provide the reimbursement.

**Reliability Centered Maintenance (RCM)**

An on-going structured process which determines the optimum mix of reactive, preventive, PTI and proactive maintenance practices in order to provide the required reliability at the minimum cost.

**Repair (RP)**

The facility work required to restore a facility or component thereof, including collateral equipment, to a condition substantially equivalent to its originally intended and designed capacity, efficiency, or capability. It includes the substantially equivalent replacements of utility systems and collateral equipment necessitated by incipient or actual breakdown. (Note: Reference definitions for PLM and PTIR for planned repairs.)

**Replacement of Obsolete Items (ROI)**

Programmed replacement of components because the components are becoming obsolete (no longer parts-supportable at the end of service life), do not meet electrical or building codes, or are unsafe but are still operational and would not be construed as broken and needing repair. Examples include, but are not limited to, electric switchgear, breakers, and motor starters; elevators; control systems; boiler and central heating, ventilating, and air conditioning (HVAC) systems and controls; fire detection systems; cranes and hoists; and air conditioning systems using chlorofluorocarbon (CFC) refrigerants.

**Responsiveness**

The Contractor shall define the philosophy and method to be used to assure responsiveness to customers' requirements. Communication between the customers and the Contractor must be clear.

**Retro-commissioning**

A systematic process for improving and optimizing building performance in an existing building that has never gone through any type of commissioning or quality assurance process.

**Right-of-Way (R/W)**

A tract of land where utilities exist that varies in width from 20 feet to 60 feet.

**Routine Pest Control**

Pest inspection and control across the facility which includes, but is not limited to spot control for rodents, gnat, flies, spiders, ants, etc.



**SAP (Systems Applications and Products)**

The SAP product in use is SAP 6.0 and is NASA's financial accounting and reporting system used to record transactions, analyze data, and generate operating data reports. The Contractor is not responsible for SAP software; however, the Contractor is required to utilize SAP as stated in the PWS.

**Scrubbing**

The removal of built-up dirt, soil, or foreign material from a hard floor surface by manual or mechanical means.

**Sealing**

The application of an approved floor sealer prior to the application of the final floor finish in accordance with industry standards and manufacturer recommendations.

**Selected**

Records, reports, and submittals that are further defined by a DR.

**Semi-Annually (S)**

Service is accomplished 2 times during each 12-month period of the contract, at intervals of 160 to 200 days.

**Semi-annually (2A)**

Services performed 2 times during each 12-month period of the contract at intervals of 6 months.

**Semi-monthly (2M)**

Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.

**Service Requests (SR)**

Service Requests are facilities-related work, but not maintenance items that are so often performed by facilities maintenance organizations they are captured as a work type under O&M. Service requests are valued less than \$5,000 for labor and materials.

**Shampooing**

The application of an approved cleaning agent to a carpeted floor, cloth material, or covering for the purpose of removing embedded soil, dirt, stains, or foreign materials.

**Shared Manufacturing and Fabrication Resources**

Shared manufacturing and fabrication resources are shared between NASA projects and other MAF user(s)/tenant(s) and shall include but are not limited to:

- (a) Chemical clean facilities
- (b) Paint shops
- (c) NCAM

- (d) Non-destructive evaluation/testing services
- (e) Heat treat facilities
- (f) Machine shop(s)
- (g) Non-dedicated buildings/areas

**Shift**

The period of time defined as one third of a 24-hour day.

**Site-Wide Oriented Repair Documentation (SORD) Drawings**

Master facility drawings, hard/electronic, acts as official record of site facilities.

**Six-Year Frequency**

Activities accomplished one time during each 72 month period of the contract, at intervals of 70 to 74 months.

**Specification Control Drawings (SCD)**

Detailed drawings showing parts and specifications of individual elements of a component or system such as valve, controllers, expansion joints and pipe fittings.

**Special Purpose Mobile Equipment (SPME)**

Commercially available, self-propelled vehicles or trailers that incorporate internal combustion engine power designed for special-purpose use, e.g., forklifts, bulldozers, cranes, fire trucks, tractors, pressurant and propellant trailers, and certain aircraft ground support equipment. It does not cover general-purpose vehicles, house trailers, or portable shop equipment, such as welders. In gray areas, the NASA Transportation Officer will make the final determination as to whether or not equipment will be treated as SPME.

**Special Test Equipment (STE)**

This designator is assigned by test programs to differentiate between facility systems/equipment and systems/equipment that is specific to the test article. Interface points between facility and STE are normally shown on Interface Control Drawings which are part of the SORD Drawing System or by memorandum of agreement.

**Spot cleaning**

The removal of dirt, soil, debris, liquids, stains, or foreign materials from carpets where adequate cleanliness can be accomplished by cleaning only the immediately affected area and where the cleaning of the entire area would not be necessary.

**Spray buffing**

The application of a wax and water solution to a floor and buffing with a high speed buffing machine to refurbish the floor finish after wet or damp mopping.

**Staff and Operate**

This term is used for systems that require continuous staffing during the operational period. Personnel may also operate other systems within the immediate vicinity.

**Standard Operating Procedure (SOP)**

This is a standing procedure that provides step-by-step instructions to operate systems. It is used for activities that commonly occur. A SOP can be referred to as an Operations Manual, Utility Process Plan, Work Instructions, etc.

**Standby**

Inactive facility status assigned to facilities that are temporarily not in use but appropriate maintenance measures have been taken to maintain essential operating systems in a state of readiness or availability for future use. Selective, cost-effective facilities maintenance and repair are required. Total time to deactivate and then to reactivate the facility, including the standby period, is expected to be 36 months or less.

**Standing Work**

Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required a pre-determined number of times during the year. The schedule can be specifically called out as in, once per hour or may be left to the Contractor, as in, once annually. An example is implementation of the Fall/Winter Setback Plan which always occurs once per year during the fall of the year.

**Store Stock**

Material being held in inventory by the installation, which is repetitively procured, stored, and used on the basis of receiving demand.

**Stripping**

The complete (95 percent or greater) removal of the wax/finish applied to non-carpeted flooring.

**Structural**

Includes foundation; structural system; building shell; roof; external attachments (e.g. walkway covers, overhangs, loading docks, etc); and facilities water collection and drainage system.

**Structures**

A structure is a constructed unit established for a designated objective. Structures that are part of or inside a facility are included with the facility. For purposes of this contract, structures are generally described as:

- (a) Allowing pedestrian and vehicular transportation. Includes roads and parking areas, paved or gravel surfaces, curbs, shoulders, guard rails, medians, wheel stops, walkways, bridges, sidewalks, and associated hardware.
- (b) Preventing access and maintaining privacy. Includes fences, gates, barbed wire, grounding systems, planters, bollards, chains, and associated hardware and attachments.

- (c) Retaining or directing natural elements. Includes culverts, drainage systems, gravity storm water systems, retaining wall, bulkheads, landscaped borders, head walls, rip rapped areas, retention/detention ponds, spillways, canals, navigational lock, catch basins, and oil/water separators.
- (d) Providing information. Includes signs, pavement markings, flag poles, displays, historical markers, monuments, and associated equipment.
- (e) Other - Boat ramps, docks, landfill, and associated equipment.

**Subcontract**

Any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for the performance of the prime contract or a subcontract. It includes, but is not limited to purchase orders, and changes and modifications to purchase orders.

**Subcontractor**

Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

**Sweeping**

The removal of loose dirt, dust, debris, and foreign material through either manual or mechanized methods.

**System/Subsystem**

Groups/subgroups of equipment forming a network serving a common purpose.

**Test Complex**

For the purpose of this contract, a general term used to identify the area(s) including and surrounding the test stands and test support areas.

**Three times weekly (3W)**

Services performed three times a week, on Monday, Wednesday, and Friday.

**Training/Certification**

The Contractor shall define the methods to train and certify new and existing employees in areas that require certification and address how the contractor will handle attrition.

**Trained personnel**

Personnel trained in the material being presented, and holding the credentials or licenses required, as appropriate for the type of training session.

**Transaction**

Single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on an order.

**Trash/waste removal**

The collection and disposal of all materials which have been placed into appropriate containers dedicated for disposal or bagged and set aside.

**Trouble Calls (TCs)**

TCs (a subset of repair) are unplanned and generally called in by telephone or submitted electronically primarily by the facility managers or maintenance workers.

**Two times weekly (2W)**

Services performed two times a week, on Tuesday and Friday. (Defined days are subject to change at the discretion of the CO.)

**Utilities**

For purposes of this PWS, consist of 13.8 kV Electrical System, Potable Water System, Sanitary Sewage System, EMCS System, Natural Gas System, etc., as defined and described in section 6.0.5.

**Utility Process Plan (UPP)**

This plan is submitted one-time per operation. Contractor generated, document that provides step-by-step instructions that establish responsibility and control system configuration changes. It provides details such as lockout/tag-out, switch operation, valve operation, coordination, etc.

**Utility System**

A utility system is a system for collecting or distributing services between a common point and specific locations both above and below ground.

**Vacuuuming**

The mechanical removal of loose dust, dirt, soil, debris and foreign material from carpeted floors and elevator tracks as applicable.

**Waxing/finishing**

The application of three coats of an approved nonslip gloss finish to hard surfaced floors such as vinyl, rubber, cork, linoleum, terrazzo, wood, or tile.

**Weekly (W)**

Services performed 52 times during each 12-month period of the contract at intervals of 6 to 7 calendar days.

**Wet mopping**

The removal of built up dirt, soil, liquids, or foreign materials from a floor using a cotton, or similar yarn-type mop with either sufficient neutral detergent and water solution, or neutral disinfecting detergent and water solution. This will include rinsing if recommended by the detergent manufacturer.

**Work Control Center**

The central organizational point for receipt, tracking, and management of work generated from all sources.

**Work Location**

The Contractor shall define the location where each type of work will be performed (or location based out of).

**Yearly**

Service is accomplished one time during each 12-month period of the contract, at intervals of 11 to 13 months.

A&E	Architectural and Engineering
ABIH	American Board of Industrial Hygiene
ABHP	American Board of Health Physics
ACA	Associate Contractor Agreements
ACGIH	American Conference of Governmental Industrial Hygienists
ACLS	Advanced Cardiac Life Support
AED	Automated External Defibrillator
AEE	Association of Energy Engineers
AIHA	American Industrial Hygiene Association
AMC	GSA Accident Management Center
AFS	Agency Filing Scheme
ALARA	As Low as Reasonably Achievable
ANSI	American National Standards Institute
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASNT	American Society for Non-destructive Testing
ASQ	American Society for Quality
AST	Aboveground Storage Tank
ASTM	American Society for Testing Materials
ATRR	Activation Test Readiness Review
AWP	Annual Work Plan
AWS	American Welding Society
BCRN	Biological, Chemical, Radiations, Nuclear
BEMS	Base Environmental Management System
BHMA	Building Hardware Manufacture's Association
BIM	Business Information Model
BLS	Basic Life Support
BOHS	Building Operating Hours Summary
BPVC	Boiler and Pressure Vessel Code
CAD	Computer Aided Design
CARs	Corrective Action Reports
CBL	Commercial Bill of Lading
CBM	Condition Based Maintenance
CCB	Configuration Control Board
CDS	Contract Deliverable System
CEAP	Certification as an Employee Assistance Professional
CEF	Central Engineering Files
CEM	Certified Energy Manager
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CEU	Continuing Education Unit
CFC	Chlorofluorocarbons

CFD	Computational Fluid Dynamics
CFO	Chief Financial Office
CFR	Code of Federal Regulations
CIH	Certified Industrial Hygienists
CISO	Chief Information Security Officer
CM	Corrective Maintenance, Construction Monitor or Configuration Management
CMMS	Computerized Maintenance Management System
CNC	Computer Numerically Controlled
CO	Contracting Officer
COB	Close of Business
CoC	Certificate of Completion
CoF	Construction of Facilities
COHN	Certified Occupational Health Nurse
COOP	Continuity of Operations Plan
COR	Contracting Officer's Representative
CR	Change Request
CS	Control System
CSBR	Critical Systems Breakdown Report
CSV	Combined Systems Validation
CTS	Compliance Tracking System
CY	Contract Year
DACS	Data Acquisition and Control System
DAS	Data Acquisition System
DDMS	Design and Data Management System
DM	Demineralized Water, Deferred Maintenance
DMM	USPS Domestic Mail Manual
DNAPL	Dense Non-Aqueous Phased Liquid
DOT	Department of Transportation
DR	Discrepancy Report
DRD	Deliverable Reports Documentation
DSPL	NASA Property Disposal Management System
E&TD	Engineering and Test Directorate
EAP	Employee Assistance Program
ECN	Equipment Control Number
EDMS	Electronic Document Management System
EEE	Electrical, Electronic, and Electro- mechanical
EEFR	Environmental and Energy Functional Review
EFR	Environmental Functional Review
EGFE	Essential Government Furnished Equipment
EH	Environmental Health
EISA	Energy Independence and Security Act



EMCS	Energy Management and Control System
EMD	Environmental Management Division
EMI	Engineering Modification Instruction
EMP	Emergency Management Plan
EMS	Environmental Management System
EMT	Emergency Medical Technician
EO	Environmental Officer or Executive Order
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPACT	Energy Policy Act
EPCRA	Emergency Planning and Community Right to Know Act
ERC	Education Resource Center
FAA	Federal Aviation Administration
FAP	Facility Activation Plan
FAR	Federal Acquisition Regulation
FAST	Federal Automotive Statistical Tool
FCPF	Fluid Component Processing Facility
FCR	Facility Change Request
FID	Field Interface Device
FM	Facility Manager
FOD	Foreign Object Debris
FRB	Facility Review Board
FRT	Facility Readiness Test
FSEU	Facility Systems Equipment and Utilities
GC	Grounds Care
GEE	Government Essential Equipment
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GFS	Government Furnished Services
GIDEP	Government Industry Data Exchange Program
GMAW	Gas Metal Arc Welding
GN2	Gaseous Nitrogen
GPD	Gallons per Day
GPH	Gallons per Hour
GPM	Gallons per Minute
GRS	General Records Schedules
GSA	General Services Administration
GSE	Ground Support Equipment
GTAW	Gas Tungsten Arc Welding
HAZMAT	Hazardous Materials Training
HAZWOPER	Hazardous Waste Operations and Emergency Response

HID	High Intensity Discharge
HPG	High Pressure Gas
HPGF	High Pressure Gas Facility
HPIW	High Pressure Industrial Water
HSDAS	High Speed Data Acquisition System
HSEEP	Homeland Security, Exercise and Evaluation Program
HUBZone	Historically Underutilized Business Zone
HVAC	Heating, Ventilation, and Air Conditioning
IAM	Integrated Asset Management
IAGP	Installation-Accountable Government Property
IFMS	Interagency Fleet Management System
IH	Industrial Hygiene
IMM	USPS International Mail Manual
IHMS	Integrated Health Monitoring System
IRIS	Incident Reporting and Information System
IRMA	Integrated Risk Management Application
ISI	In-Service Inspection
ISO	International Organization for Standardization
IT	Information Technology
ITD	Inception to Date
ITS	Information Technology Services
IVTEL	Inventory of Vertical Transportation Equipment List
IWTF	Industrial Wastewater Treatment Facility
LAN	Local Area Network
LCC	Life-Cycle Costs
LDEQ	Louisiana Department of Environmental Quality
LEED	Leadership in Energy and Environmental Design
LEED/EB	LEED Existing Building
LEPC	Local Emergency Planning Commission
LH <sub>2</sub>	Liquid Hydrogen
LN <sub>2</sub>	Liquid Nitrogen
LOX	Liquid Oxygen
LPDES	Louisiana Pollutant Discharge Elimination System Permit
LSDAS	Low Speed Data Acquisition System
MAF	Michoud Assembly Facility
MBC	Modular Building Controller
MDEQ	Mississippi Department of Environmental Quality
MICS	Management Information Control System
MIDL	Marshall Integrated Document Library
MITS	Marshall Information Technology Services

MMI	Materials Management Initiative
MMSR	Monthly Management Status Review
MPCo	Mississippi Power Company
MPCT	Materials and Process Control Team
MPD	Marshall Policy Directive
MPR	Marshall Procedural Requirements
MR	Material Request
MRB	Material Review Board
MSDH	Mississippi State Department of Health
MSDS	Material Safety Data Sheet
MSFC	Marshall Space Flight Center
MW	Megawatts
MWI	Marshall Work Instruction
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NAVOCEANO	Naval Oceanographic Office
NCAM	National Center for Advanced Manufacturing
NCCIPS	National Center for Critical Information Processing and Storage
NCR	Nuclear Regulatory Commission
NDBC	National Data Buoy Center
NDE	Non-Destructive Evaluation
NDT	Non-Destructive Testing
NEPA	National Environmental Policy Act
NETS	NASA Environmental Tracking System
NFPA	National Fire Protection Association
NFS	NASA FAR Supplement
NIOSH	National Institute for Occupational Safety and Health
NIST/NVLAP	National Institute of Standards and Technology/National Volunteer Laboratory Accreditation Program
NMMG	NASA Mail Management Guide
NODIS	NASA Online Directives Information System
NOFD	New Orleans Fire Department
NPD	NASA Policy Directives
NPDES	National Pollutant Discharge Elimination System
NPR	NASA Procedural Requirements
NRC	National Response Center (Section 3.4)
NRC	Nuclear Regulatory Commission (Section 3.3.1)
NRL	Naval Research Laboratory
NRRPT	National Registry of Radiation Protection Technologist
NRRS	NASA Records Retention Schedules
NSMS	(Logistics Section 2.3.4)

NSN	National Stock Number
NVLAP	National Voluntary Lab Accreditation Program
O&M	Operations & Maintenance
OBM	Operator Based Maintenance
OC	Office of Communications (SSC)
OCE	Office of the Chief Engineer
OCIO	Office of the Chief Information Officer
OCOM	Office of Communication Operations Manual
ODS	Ozone Depleting Substances
OE	Office of Education (SSC)
OEM	Original Equipment Manufacturer
OEPM	Office of Education Performance Management system
OHP	Occupational Health Program
OHS	Occupational Health Services
OI	Operating Instruction
OM	Occupational Medicine
OMFIT	Operations and Maintenance Facilities Innovation Team
OMP	Occupational Medicine Program
OPS	Operations
ORI	Operational Readiness Inspections
ORR	Operational Readiness Review
OSHA	Occupational Safety and Health Administration
OSSI	One Stop Shopping Initiative (Web site)
OWCP	Office of Worker's Compensation Program
P2	Pollution Prevention
P/L	Proof Load
PAM	Proactive Maintenance
PAO	Public Affairs Office (MAF)
PCBs	Polychlorinated Biphenyls
PDD	Product Definition Data
PDLM	Product Data and Lifecycle Management
PDO	Property Disposal Officer
PGM	Programmed Maintenance
PLC	Programmable Logic Controller
PLM	Planned Maintenance
PM	Preventative Maintenance
PMI	Positive Material Identification
POL	Petroleum, Oils, and Lubricants
P&T	Pump & Treat
PES	Preliminary Environmental Survey
PFPS	Project Funding Priority System

PLC	Programmable Logic Controller
PLM	Polarized Light Microscopy
PMP	Project Management Plan
PPBE	Planning Programming Budgeting Execution
PPE	Personal Protective Equipment
PP&E	Property, Plant, and Equipment
PR	Problem Report
PRR	Production Readiness Reviews
PSLE	Production Support Lead Engineer
PSSM	Production Support Systems Manager
PTI	Predictive Testing and Inspection
PTIR	Predictive Testing and Inspection Repairs
PV/S	Pressure Vessels and Systems
PWS	Performance Work Statement
QA	Quality Assurance
QAMP	Quality Assurance Management Plan
RCM	Reliability Centered Maintenance
RCR	Requirements Change Request
RCRA	Resource Conservation and Recovery Act
REC	Record of Environmental Consideration
RFI	Request For Information
RL	Reference Library
ROI	Replacement of Obsolete Items
ROM	Rough Order of Magnitude
ROW	Right-of-Way
RP	Repair
RPTA	Rocket Propulsion Test Analysis
RSO	Radiation Safety Officer
S&MA	Safety and Mission Assurance
S&WB	Sewage and Water Board
SAM	System for Award Management
SAP	Systems Applications and Products
SARA	Superfund Amendments Reauthorization Act
SCBA	Self-Contained Breathing Apparatus
SCD	Source Control Drawing
SCD	System Control Document
SCRS	Safety Concerns and Reporting System
SCU	System Control Units
SCWI	Stennis Common Work Instruction
SDB	Small Disadvantaged Business
SDS	Safety Data Sheet

SD-VOSB	Service Disabled Veteran Owned Small Business
SDWA	Safe Drinking Water Act
SE	Systems Engineering
SEAS	Stennis Energy Allocation System
SEMO	Supply & Equipment Management Officer
SHE	Safety, Health, and Environmental
SHetrak	Safety, Health, and Environmental-Finding Tracking System
SHPO	State Historical Preservation Office
SIES	Surveillance Inspection, Engineering Services
SIR	System Integration Review
SLA	Super Light Ablator
SMAW	Shielded Metal Arc Welding
SMAW	Stick Metal Arc Welding
SOFI	Spray On Foam Insulation
SOI	Stennis Organizational Instruction
SOMRD	System Operation & Maintenance Responsibility Database
SOP	Standard Operating Procedure
SORD	Site-wide Operational and Repair Documentation
SOW	Statement Of Work
SpecsIntact	Specifications-Kept-Intact
SPCC	Spill Prevention, Control, and Countermeasures
SPD	Stennis Policy Directive
SPME	Special Purpose Mobile Equipment
SPR	Stennis Procedural Requirement
SR	Service Requests
SSC	John C. Stennis Space Center
SSTD	Stennis Standard
STD	Standard
STE	Special Test Equipment
STI	Science and Technical Information
SWR	Stennis Work Request
TA	Technical Authority
TC	Trouble Call
TDL	Technology Development Laboratory
TEA	Triethylaluminum
TEB	Triethylborane
TechDoc	Technical Documentation System
TFCH	Test Facilities Capabilities Handbook
TPS	Test Preparation Sheet (Section 4.0)
TPS	Thermal Protection System (Section 4.0)
TRI	Toxic Chemical Release Inventory

TRL	Technical Research Library
TRR	Test Readiness Reviews
TSCA	Toxic Substance Control Act
TSD	Treatment, Storage and Disposal
TSDF	Treatment, Storage, and Disposal Facility
TT&E	Test, Training, and Exercise
UC	Unitary Controller
UPP	Utility Process Plan
UPS	Uninterruptable Power Supplies
USDA	United States Department of Agriculture
USPS	U.S. Postal Services
USF&WS	United States Fish and Wildlife Services
USGS	United States Geological Survey
USM	University of Southern Mississippi
UST	Underground Storage Tank
VAV	Variable Air Volume
VIP	Very Important Person
VITS	Video Teleconferencing System
VLAN	Virtual Local Area Network
VOSB	Veteran-Owned Small Business
VPP	Voluntary Protection Program
VR	ASME Pressure Vessel Code Stamp
VRS	Visitor Relation Specialist
VCM	Visitor Center Manager
WAD	Work Authorization Document
WAR	Weekly Activity Report
WBS	Work Breakdown Structure
WCC	Work Control Center
WI	Work Instructions
WMD	Weapons of Mass Destruction
WOSB	Women-Owned Small Business